

3204 - PLANNING AND ZONING MANAGER

NATURE OF WORK

This is a responsible middle management position supervising, organizing and controlling the activities and staff of the Planning and Zoning Section within the Planning Department.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Manages the staff and assignments of the Planning and Zoning Section of the Department.

Recommends policies and initiatives to improve efficiency and efficacy of the Planning and Zoning Section.

Presents Department recommendations to Planning Board, Board of Adjustment and City Commission.

Prepares reports for Planning board, Board of Adjustment and City Commission.

Drafts amending ordinance to the Code.

Meet with architects, developers, attorneys, landowners and citizens to discuss or answer planning and zoning issues.

Reviews reports drafted by Planning and Zoning staff.

Assigns tasks to Planning Technician and prioritizes his work product.

Answer Zoning and Planning questions on the telephone and with walk-in customers.

Prepares zoning verification letters requested by owners, attorneys, and financial institutions.

Approves leave slips and closes payroll.

Coordinates with Information Technology on the maintenance of the Department's phone and computer systems.

Resolves various administrative requirements of the Department.

Evaluates performance of staff within the Section.

Performs related tasks, as necessary.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of city planning and an understanding of the fundamentals of economics, municipal finance, sociology and research procedures, as they pertain to the planning of urban areas; of the City charter and of the various ordinances, codes and regulations pertaining to planning and zoning and of the principles, practices and related Federal and State laws and regulations related to grant preparation and administration. Ability to plan, organize, supervise and carry out research projects effectively; to present the results of research effectively in oral, written and graphic form; and to supervise professional, technical and clerical personnel engaged in planning and zoning work.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Master's degree in Architecture, Planning or Historic Preservation and no less than ten (10) years experience in professional design/preservation work,

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including no less than five (5) years experience in a supervisory capacity. Experience can substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to personal computer, calculator, copies, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to drive an automobile and perform on-site inspections at locations which may not be accessible to the physically handicapped.

SUPERVISION RECEIVED

General supervision is received from the Director and/or Assistant Director of the Department, as appropriate. Work is performed with little direct supervision and with extensive latitude for the use of independent judgement. Work is reviewed for adherence to City policies and attainment of desired goals and objectives through personal conferences and review of work.

SUPERVISION EXERCISED

Supervision is exercised through various levels of subordinates over a variety of management, professional, technical and clerical employees.

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